

General Services Administration
Northeast and Caribbean Region
New York, NY 10278

November 29, 2000

GSA REGIONAL BULLETIN FPMR 2-G-373
TRANSPORTATION AND MOTOR VEHICLES

To: Heads of federal agency field offices served by the Northeast
and Caribbean Region

Subject: Motor Vehicle Service Rates and GSA Fleet Operations

1. Purpose. This bulletin provides GSA Fleet service rates and other information for vehicles operated in New York, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, Maine, the Commonwealth of Puerto Rico and the U.S. Virgin Islands.
2. Effective date. This bulletin becomes effective October 1, 2000.
3. Expiration date. This bulletin will remain in effect until canceled by a subsequent rate bulletin.
4. Background. The IFMS is required by Section 211 of the Federal Property and Administrative Services Act of 1949, as amended, to recover all costs that it incurs in providing vehicles and related services to Federal agencies.
5. General.
 - a. The IFMS rates for fiscal year 2001 have been revised. In general, monthly and mileage rates have not increased. Customers should not expect to see an increase in their monthly bills.
 - b. For fiscal year 2002, agencies should budget for a rate adjustment of no more than 2% as IFMS monthly and mileage rates will continue to be brought closer in alignment with fixed and variable expenses, respectively, and as rates for vehicle classes are revised to ensure full cost recovery.
6. Vehicle Rate Assignment
 - a. Charges for vehicle assignment are computed by adding the base monthly rate plus the per-mile charge in attachment H. The base monthly rate recovers most fixed costs and the mileage rate recovers variable operating expenses.

b. A supplemental charge of 15 percent is assessed for vehicles operating in the Commonwealth of Puerto Rico and the U.S. Virgin Islands.

c. Accessory equipment rates were revised for fiscal year 1999. Previously, charges were for specific accessory items that recovered the cost of the item. Items or equipment not on the schedule were provided free of charge. The result was widely contrasting levels of optional equipment for customers paying the same rate. Optional equipment charges have been created (See Attachment H, page 12) which use the total cost of ALL optional equipment above the level of a base vehicle. Although this method will no longer indicate the specific types of accessory equipment being billed, it will more accurately reflect the cost involved in providing such equipment.

d. Executive Order 13031 requires all Federal agencies to fill up to 75 percent of qualified fiscal year 1999 vehicle requirements with alternative fuel vehicles (AFVs). The IFMS will provide as many varieties of AFVs as the manufacturers produce. Customers must commit to pay rates designed to recover the additional cost of acquiring AFVs. Customers for whom the IFMS acquires new AFVs must commit to keep them for at least 12 months.

7. Vehicle replacement standards. The IFMS has revised its minimum replacement standards for several vehicle types. Except for sedans and station wagons, the old standards had not been adjusted in many years. The revised standards recognize improvements in vehicle technology and durability, especially in the area of diesel engines, and bring our replacement policies closer to commercial practices. The revised replacement standards are shown in attachment H, page 15. The new replacement standards are effective immediately.

8. Scope. The provisions of this bulletin apply to all Federal agencies participating in the IFMS in the States of New York, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, Maine, the Commonwealth of Puerto Rico and the U.S. Virgin Islands.

9. Contents. This bulletin is comprised of attachments containing instructions, procedures and requirements common to all GSA IFMS vehicles located in the States of New York, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, Maine, the Commonwealth of Puerto Rico and the U.S. Virgin Islands.

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- a. Attachment A - Locations and Contacts for Fleet Management Centers
- b. Attachment B - GSA Fleet Responsibilities
- c. Attachment C - Available Services
- d. Attachment D - Vehicle Maintenance, Repair and Service
- e. Attachment E - Monthly Customer Billing
- f. Attachment F - US Government Fleet Services Card (VOYAGER Card)
- g. Attachment G - Accident Reporting
- h. Attachment H - Monthly Vehicle Rental Rates

9. Cancellations. GSA Regional Bulletin FPMR 2-G-372 is canceled September 30, 2000.



Thomas J. Ryan
Regional Administrator

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Northeast and Caribbean Region Fleet Management Services

TELEPHONE/FAX NUMBERS

Fleet Management Services (2FBF) (212) 264-3930
Jacob K. Javits Federal Office Bldg. (212) 264-5771 FAX
26 Federal Plaza, Room 20-112
New York, NY 10278 Hours of Operation 7:00 AM - 5:00 PM

Brian J. Smith, Chief

FLEET MANAGEMENT CENTER LOCATIONS AND CONTACTS

Accident Control Center (ACC)
5 32nd Street
Brooklyn, NY 11232 (800) 927-7622

Pedro Caballero, Manager Hours of Operation 7:30 AM - 4:30 PM EST

Maintenance Control Center (MCC) Hours of Operation 7:00 AM - 8:00 PM EST
(888) 622-6344

Within Puerto Rico or Virgin Islands (787) 749-4344/4345
Hours of Operation 8:00 AM - 5:00 PM EST

GSA Brooklyn Fleet Management Center (2FBFM-01) (718) 340-5241
5 32nd Street (718) 340-5243 FAX
Building M-3
Brooklyn, NY 11232

Ramon Morales, Fleet Manager

GSA Buffalo Fleet Management Center (2FBFM-02) (716) 551-4596
Federal Office Building, Room 912 (716) 551-3156 FAX
111 West Huron St.
Buffalo, NY 14202

Dave Reed, Fleet Manager

GSA Albany Fleet Management Center (2FBFM-03) (518) 431-4317
Leo W. O'Brien Federal Office Bldg., Room 355 (518) 431-4320 FAX
North Pearl & Clinton Ave.
Albany, NY 12207

Tony B. Vaughns, Fleet Manager

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GSA San Juan Fleet Management Center (2FBFM-04)
GSA Center
651 Federal Drive, Suite 118-03
Guaynabo, PR 00965

(787) 749-4440
(787) 749-4373 FAX

Henry Miller, Fleet Manager

GSA Edison Fleet Management Center (2FBFM-07)
Building 201
2890 Woodbridge Avenue
Edison, NJ 08837

(732) 906-5605
(732) 548-7710 FAX

Wayne Barthel, Fleet Manager

GSA Waltham Fleet Management Center (2FBFM-11)
Natick Labs
Natick US Army Installation
Kansas Street, Building 92
Natick, MA 01760

(508) 233-4744
(508) 233-5067 FAX

Gerry Roy, Fleet Manager

GSA Hartford Fleet Management Center (2FBFM-12)
Abraham M. Ribicoff Federal Building & Courthouse
450 Main Street, Room G-10
Hartford, CT 06103

(860) 240-3314
(860) 240-3490 FAX

Nicholas Capaldi, Fleet Manager

GSA Concord Fleet Management Center (2FBFM-13)
1604 Hooksett Road
Hooksett, NH 03106

(603) 666-7955
(603) 666-7959 FAX

Arthur Lemay, Fleet Manager

FLEET MANAGEMENT

Responsibilities

1. Fleet Management responsibilities:

- a. Providing motor vehicles that support the essential mission requirements of government agencies in the most efficient and economic manner possible;
- b. Providing proper identification of GSA Fleet Vehicles;
- c. Obtaining optimal utilization of vehicles through effective management action;
- d. Providing a system for service and repair of assigned vehicles;
- e. Promoting the use of alternative fuels by supplying a fuel neutral mix of vehicles designed to operate on non-petroleum energy sources.
- f. Maintaining emission test records and notifying using agencies when vehicles require emissions testing (GSA Fleet will also coordinate with appropriate state and local government offices to ensure ease of access to testing facilities);
- g. Ensuring that each GSA Fleet vehicle is equipped with a seat belt for the driver and for each regular passenger space, in accordance with the Department of Transportation Motor Vehicle Safety Standards 208, 209, and other applicable standards.

2. Responsibilities of using agencies.

a. Operator. Routine operating instructions are contained in the Vehicle Operator Packet issued with each assigned GSA Fleet vehicle. The operator should contact the servicing FMC if additional Vehicle Operator Packets are needed.

(1) Any official or employee issued a motor vehicle from the GSA Fleet shall be responsible for exercising reasonable care of the vehicle at all times. Failure to take proper care of a vehicle may justify refusal of further GSA Fleet services.

(2) Employees of federal agencies who operate government vehicles for official purposes are subject to all traffic laws and regulations issued by any level of Government. Responses to citations and payment of fines (e.g., parking violations) are the personal responsibility of the operator. Comptroller General Decision B-107081, 31 Comptroller General 246 (1952) states that infractions of motor vehicle laws committed from use of a Government vehicle in the performance of official duties, are the personal responsibility of the employee and there is no authority for the payment of fines from appropriated funds.

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(3) Report lost, damaged, or stolen license plates to the assigning FMC in writing, giving all particulars involving the loss or damage. Replacement license plates will be provided by the servicing FMC.

(4) GSA Fleet vehicle operators shall determine that a seat belt is available for each occupant and that all occupants fasten their seat belts before placing the vehicle in operation. Supervisors should ensure that employees using GSA Fleet vehicles are informed of their responsibilities concerning seat belt use and should take appropriate action to enforce this requirement.

b. Agency. The using agency assumes full responsibility for assigned GSA Fleet vehicles, including parking charges, until said vehicles are returned to the FMC. In the event a vehicle (or any of its component parts) is stolen, the operator will report such theft to the Federal Protective Service or local law enforcement agency, the appropriate Fleet Manager, and their immediate supervisor.

c. Driver qualification and operator's permits. It is the responsibility of the using agency to ensure that their drivers are qualified and properly licensed to operate the type of vehicle assigned to them. An operator must possess a valid state, District of Columbia or territorial operator's permit for the type of vehicle assigned. The employee must also possess identification showing that the operator is a federal employee or authorized contractor employee, or a member of the armed forces who has in his/her possession valid proof that he/she is a member.

d. Storage.

(1) GSA Fleet vehicles should be stored at government parking facilities whenever possible. Storage of assigned vehicles will be at the expense of the using agency.

(2) Non-government storage facilities should provide protection from pilferage, theft, or malicious damage.

(3) GSA Fleet vehicles cannot be stored at an employee's residence, or in their personal garage except in those cases where a properly authorized official of the using agency has determined such storage to be in the best interest of the Government and has given the employee prior written approval. Refer to Federal Property Management Regulations 101-6.400 and 31 U.S.C. 1344 for guidance.

e. Care of the vehicle.

(1) Maintenance. The GSA Fleet preventive maintenance program provides maximum safety, efficiency and economy by minimizing vehicle down time for unscheduled repairs. The program provides for periodic inspections and service for all GSA vehicles. Each vehicle is issued with an operator's packet containing instructions that outline the driver's responsibility for having inspections performed and specifies procedures to follow should

unscheduled repairs be necessary. Instructions for obtaining vehicle maintenance and repairs are provided in Attachment D to this bulletin.

(2) Emission inspections. In accordance with the Clean Air Act (as amended), and the implementing regulations issued by the Environmental Protection Agency (EPA), all federal agencies are required to comply with the motor vehicle emissions testing programs established for the localities in which the vehicles are operated. GSA will monitor testing of GSA Fleet vehicles in compliance with applicable state laws.

Operators of GSA Fleet vehicles are responsible for having the emissions tests performed. Customer agencies are required to report to the FMC the zip code of the primary location of each assigned vehicle and to advise the FMC if that location changes. The FMC will notify the customer agency when emissions tests are due. Failure of an agency to comply with regulations governing emissions testing is a violation of Federal law and may subject that agency to enforcement action.

f. Review of credit card purchases.

(1) The person operating an GSA Fleet vehicle is in the best position to protect the government's interest when procuring supplies and services with the US Government Fleet Services Card (Voyager Card).

(2) When Fleet Commander reports, which are reviewed by the FMC, reflect improper use of the credit card GSA Form 2080, Invoice Discrepancies, will be sent to the responsible agency requesting an explanation for the unauthorized purchase. Unauthorized purchases will be charged to the account of the responsible agency. Cases of fraud will be reported to the appropriate investigating authority.

g. Accidents. Regulations and procedures covering accident reporting, investigation and financial responsibility are explained in Attachment G to this bulletin.

h. Vandalism & acts of nature. Agencies must ensure that vehicle operators promptly report any damage resulting from vandalism or acts of nature to the Federal Protective Service or local law enforcement agency and to the appropriate Fleet Manager. While initial reports may be made telephonically, operators are reminded that they must submit written documentation to the assigning FMC.

i. Use of self-service pumps and specified fuels.

(1) Federal Property Management Regulations, Part 101-38 requires operators to use self-service gasoline pumps when purchasing gasoline from commercial service stations. This can save the Government as much as 40 cents per gallon in some areas. The following exemptions from this policy may apply:

(a) The non-availability of self-service pumps at a service station;

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(b) The physical limitations of the vehicle operator.

(2) When purchasing gasoline always use regular unleaded gasoline. Premium grade gasoline is not authorized unless vehicle engine specifications require it. Contact your servicing FMC before purchasing premium grade fuel for any GSA Fleet vehicle.

j. Moving or transferring vehicles from defined service areas.

Prior to moving or transferring GSA Fleet vehicles from the service area of the assigning FMC for a period exceeding 90 days, the agency shall notify the FMC of their intentions and provide the following information: the location where the vehicle is currently used; the date the vehicle will be moved to the new location; and the expected date the vehicle will be returned to its original location. The Fleet Manager may transfer vehicle accountability to the FMC nearest the new location.

k. Accessories. Accessory equipment (e.g., radios, sirens, etc.) shall not be installed in GSA Fleet motor vehicles unless approved in advance by the servicing FMC.

l. Towing. Prior written approval of the FMC Manager must be obtained before GSA Fleet vehicles are used to tow any other vehicle or trailer. The agency using the vehicle shall be liable for all damages which result from towing. Under no circumstances shall sedans or station wagons be used to tow or push any vehicle or trailer.

3. Official use of motor vehicles. This section emphasizes responsibilities in connection with the use of government motor vehicles acquired for official purposes.

a. Unauthorized use. Officials and employees of the Government shall use government-owned or leased vehicles for official purposes only. Official purposes do not include transportation of an officer or employee between place of duty and their residence unless authorized and approved in writing by the head of the agency in accordance with provisions of 31 U.S.C. 1344. The law states that any officer or employee who willfully uses or authorizes the use of a government owned or leased vehicle for other than official purposes may be subject to suspension or removal from office. Violations of this provision should be reported to the Fleet Manager. The Fleet Management Services Regional Office will forward this report to GSA, Washington, D. C. for transmittal to the responsible Agency Head.

b. Damages attributed to negligence. When an GSA Fleet vehicle appears to have been damaged through abuse, negligence or misuse, GSA will notify the using agency employing the vehicle operator as to the extent of their liability for costs of any and all repairs.

4. Supply of forms.

a. GSA forms referred to in this bulletin may be requested from the appropriate FMC.

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b. Each vehicle is supplied with an operator's packet containing the following:

(1) Guide to Contract Service Stations

(2) Vehicle Operator's Manual

(3) US Government Fleet Services Card (VOYAGER Card)

(4) GSA Form 1627, Motor Vehicle Accident Reporting Kit:

(a) Standard Form 91 (Revised 2-93), Operator's Report of Motor Vehicle Accident

(b) Standard Form 94, Statement of Witness

(5) Person to be contacted in case of an emergency; including after-hours emergency telephone numbers.

5. Violation of state and local motor vehicle traffic laws. Suspected traffic violations involving GSA Fleet vehicles should be reported to the assigning FMC. Include the GSA Fleet license plate number, date and time, location and a specific description of the incident. Reports will be forwarded to the Regional Fleet Management Office. These reports are then referred to the Head of the Agency which had custody of the vehicle at the time the alleged violation occurred for final resolution.

AVAILABLE SERVICES

1. Services available. The GSA Fleet provides the following services:

- a. Assignment of passenger cars and trucks to government agencies on a continuous basis;
- b. Substitute vehicles, under certain conditions.

2. Ordering Services.

a. Agencies requesting GSA Fleet vehicles for long-term assignment should contact the FMC servicing the area where the vehicle is to be used, giving as much advance notice as possible. Motor vehicles can be assigned only upon receipt of a valid written request to the servicing FMC. Requests should include the type and size of vehicle, agency BOAC, date when the vehicle is needed, and the signature of an authorized agency representative.

b. Agencies having seasonal or unusual requirements for motor vehicles or services shall inform the FMC of their requirements as far in advance as possible. Requirements will be honored to the extent motor vehicles are available.

3. Substitute vehicles.

a. GSA Fleet customers may obtain a substitute vehicle under the following circumstances:

- (1) When it is anticipated that mechanical repairs will require more than 5 days for completion.
- (2) When a customer's assigned GSA Fleet vehicle has been down for accident repairs more than 45 days.
- (3) When an assigned vehicle is lost, stolen or destroyed by a natural event or disaster.

Under the circumstances described in items 1, 2 or 3 above, the servicing FMC will make every attempt to provide customers with substitute vehicles. When urgent and compelling requirements exist, FMCs will employ exigent procurement procedures to lease substitute vehicles as necessary; in all other situations, requests for substitute vehicles shall be subject to the availability of replacement vehicles.

b. This service will not be extended to GSA Fleet customers if:

- (1) Repairs are directly attributable to the customer's failure to have scheduled preventive maintenance performed;

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(2) The assigned vehicle must undergo maintenance or repairs that do not usually result from normal day to day operation of a motor vehicle.

(3) The customer billing is in arrears more than 30 days.

c. Substitute vehicle billing procedures are as follows:

(1) Fixed charges. Customers will not be charged for the substitute vehicle, but will continue to be billed the monthly charge for the assigned GSA Fleet vehicle that is down for repairs.

(2) Variable charges. Customers will be responsible for all variable costs such as mileage charges incurred during the substitute rental period.

d. All reservations for substitute vehicle service must be placed with the appropriate Fleet Management Center.

VEHICLE MAINTENANCE, REPAIR AND SERVICE

1. Maintenance Control Center. Maintenance and repairs for GSA vehicles within the Northeast and Caribbean Region come under the control of Maintenance Control Centers (MCC) located in 4 locations throughout the country. Drivers who require assistance should call the MCC at 1-888-622-6344 for assistance. Vendors who request authorization to perform maintenance or repairs to GSA Fleet vehicles should contact the MCC before repair work begins. Completed invoices for service performed should be mailed directly to Fort Worth, Texas (See Address listed below - 3b (3)(c)) by the vendor. The MCC is closed on Government holidays and weekends.

2. Preventive maintenance. All GSA Fleet vehicles are on a safety and preventative maintenance inspection schedule in order to assure uninterrupted service and lessen the risk of vehicle breakdown. Computer generated GSA Form 3478, Motor Vehicle Service Authorization, is mailed to the agency designated contact when an inspection is due. This service must be performed before the end of the month in which the GSA Form 3478 is received. After the inspection is done, the vehicle operator shall complete the GSA Form 3478 and mail it to: GSA Fleet Key punch Service, C/O UNICOR - ADP, P.O. Box 15291, Fort Worth, Texas 76119.

3. Vehicle repairs.

a. Repairs under warranty. If the manufacturer's warranty is still valid, take the vehicle to the nearest manufacturer's authorized dealership for repair (the vehicle operator should contact the MCC to determine if the vehicle is under warranty). After repairs are completed, a copy of the warranty repair order should be obtained from the dealership and mailed to the MCC.

b. Unscheduled repairs not covered by warranty.

(1) Take the vehicle to an automotive repair shop.

(2) Obtain an estimate for the required repair. If the estimated cost is over \$100, the vendor must call the MCC for authorization before starting the repair. If the estimate is under \$100, prior MCC authorization is not required.

(3) After repairs are completed:

(a) Inspect the invoice for accuracy. Be sure that the vehicle tag number and odometer reading are clearly shown on the invoice.

(b) The vehicle operator shall certify on the invoice that, "Repairs required were received" by signing said invoice legibly.

(c) Instruct the vendor to mail the invoice to GSA - Region 2, Accounts Receivable, P.O. Box 915003, Fort Worth, TX 76115.

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c. Accident damage repairs. All accident damage repairs require the prior approval of the Fleet Manager or his/her designee. Notify the assigning FMC immediately of any accident damage.

d. Reporting unacceptable repairs to MCC. All reputable repair shops guarantee their work. Any incident of improper or inadequate repairs or the lack of quality workmanship should be reported to the MCC for resolution as soon as possible. The MCC telephone numbers are listed in attachment A.

4. Tire, tube and battery purchases. All purchases for tires, inner tubes and batteries must be approved by the MCC, regardless of the cost. This allows GSA to meet the requirements of mandatory use tire contracts, and enables the MCC to check the vehicle history to ensure maximum use of warranty coverage for these items.

5. Emergency repairs. If an emergency should arise after the regular hours of the MCC, or vehicle operator cannot contact the MCC for authorization, they are authorized to spend up to \$500 using the US Government Fleet Services (VOYAGER) Card. This card is accepted where you see the VOYAGER Card logo. If the vendor does not accept this card, please ensure the vendor will perform the required services without prior authorization from the Government. You must contact the MCC the next business day. After hours information is provided in the Vehicle Operator's Manual, issued with each GSA Fleet vehicle. An emergency is defined as a situation where an operator would be unable to return to his/her headquarters with reasonable dispatch and safety without making the purchase.

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MONTHLY CUSTOMER BILLING

1. Mileage reports. GSA Form 494, Monthly Motor Vehicle Use Record, for recording odometer readings, will be mailed to the agency-designated contact for completion. To ensure proper billing, each GSA Form 494 must be completed and mailed in time to reach the receiving office not later than the 20th day of the month. You may FAX your GSA Form 494 with completed mileages to **817-782-4752**. If you have not received your GSA Form 494, please FAX a list of tag numbers and corresponding ending mileage to FAX number referenced above by 10:00 a.m. Eastern Standard Time on the last workday of the month.

GSA Fleet's Web-based Mileage Reporting System (*Mileage Express*) is an INTERNET tool to collect data and provide better customer service to you. Customers can logon to the INTERNET and input vehicle mileages directly into our Fleet Management System database, so no other data transfers are required.

You can access *Mileage Express* home page by typing the following website address www.fss.gsa.gov/mileageexpress. In order to use *Mileage Express*, you will be prompted for your customer number and an access code. Your customer number and access code can be found on the 494 postcard mailed to you monthly. You may also call your servicing FMC for assistance. A **Users Guide** may be found at this website.

Dial-a-Mile is designed for customers with 20 or fewer vehicles to dial in their vehicle mileages. To access this system, please call the toll free number 877-472-3773. You will need your access code and tag number(s) available.

REPORTS CARRYOUT is an added feature of *Mileage Express*. This will enable you to generate an inventory of your vehicles whenever the need arises.

Instructions for completing the GSA Form 494 are printed on the back of the customer's copy. The GSA Form 494 should be mailed to the following address:

**GSA IFMS Keypunch Service
UNICOR - ADP
P.O. Box 927001
Fort Worth, TX 76127-9986**

2. Billing. Invoicing for rental and service charges will be accomplished monthly as follows:

a. Civilian agencies reporting their cash transactions to the Treasury on Treasury Form 224, Statement of Transactions, will be billed under the On-line Payment and Collection System (OPAC).

b. All other agencies will be billed monthly on GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits.

c. All customers will also receive a GSA Form 2529, Interagency Fleet Management Detailed Billing Register.

US GOVERNMENT FLEET SERVICES CARD (VOYAGER Card)

1. Use of US Government Fleet Services Card. Fuel, oil and other necessary service station products may be purchased by use of the US Government Fleet Services Card, supplied with each GSA vehicle. The vehicle operator should verify with the service station that the US Government Fleet Services Card is accepted prior to obtaining fuel, oil, or services. Whenever the credit card is used, the following guidelines apply:

a. Use the credit card at service station outlets listed on the back of the US Government Fleet Services Card. Use of the card for items other than fuel, oil or authorized maintenance is prohibited. You may use the US Government Fleet Services Card for repairs up to \$100 where accepted.

b. The Voyager Credit Card may be after hours emergency repairs of up to \$500. See Attachment D for further information regarding Emergency repairs.

c. Credit card purchases for services and vehicle repairs must be supported by a copy of the vendor's work order. Be sure the work order is clearly marked "Paid by Credit Card". Attach the credit card sales slip to the work order and forward both items to GSA - Region 2, C/O ADP, P.O. Box 15291, Fort Worth, TX 76119 as soon as possible.

d. If for some reason a service station does not accept the US Government Fleet Services Card, pay cash, secure a receipt signed by the vendor noting why the credit card was unacceptable. Send the receipt to your servicing FMC. GSA will credit your agency for the out of pocket expense. You will be required to request reimbursement through your agency. You may phone the FMC for instructions. The name and complete address of the service station should be reported to the appropriate Fleet Manager.

e. Each US Government Fleet Services Card is issued for a specific vehicle. The card may be used to purchase fuel, lubricants or services. The card may not be used for any other vehicle.

2. Requesting the US Government Fleet Services Card. Agencies operating GSA Fleet vehicles can obtain replacements for broken, lost or stolen cards from the issuing FMC. Return the damaged card to the FMC as soon as the replacement card is received. Reports of lost or stolen cards must include the following information:

a. The name and mailing address of the service station where the lost credit card was last used, and the date it was used;

b. The name of the individual responsible for the credit card at the time of its disappearance;

c. The date the credit card was lost;

d. When and specifically where the credit card was last seen.

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Until the credit card has been replaced, the vehicle operator shall pay cash for the fuel. GSA will credit your agency for the cost of fuel. You will be required to request reimbursement through your agency. You may phone the FMC for instructions.

3. Safeguarding the US Government Fleet Services Card.

a. Remove and properly safeguard the US Government Fleet Services Card when the vehicle is parked, left at a commercial facility for service, or otherwise left unattended.

b. Return the credit card with the vehicle keys to the FMC when the vehicle assignment is terminated.

c. Secure the keys and credit card in a safe place whenever the vehicle is not in use.

d. Costs incurred from unauthorized purchases resulting from credit card misuse are chargeable to the responsible agency.

4. Operator's Packet. The operator's packet, which is required to be present in every GSA Fleet vehicle, contains information concerning maintenance and repair of vehicles and accident reporting, as well as guidance and instructions regarding vehicle security, and use of the national credit card. Operators of GSA Fleet vehicles are urged to familiarize themselves with the contents of the operator's packet.

5. Customer Service. If you should have questions regarding the use of the US Government Fleet Services Card (VOYAGER), you may call 1-888-785-1732 for client services information. This number is also located on the back of each US Government Fleet Services Card.

ACCIDENT REPORTING

1. General. Officials and employees responsible for the operation of GSA Fleet vehicles shall exercise every precaution to prevent accidents. All vehicles are to be maintained in a safe operating condition. Operators are urged to report vehicle defects promptly so corrective action can be taken. In case of an accident, the employee or official concerned shall comply with the procedures outlined in this section. Pertinent forms include: Operator's Report of Motor Vehicle Accident (SF 91) and Statement of Witness (SF 94).

2. Reporting.

a. Notification: It is the driver's responsibility to know and comply with local laws. The operator of an GSA Fleet vehicle is responsible for notifying the following persons immediately, either in person or by telephone, of any accident:

(1) The FMC Manager or ACC (See Attachment B, Item 6) assigning the vehicle;

(2) The employee's official supervisor; and

(3) State, county or municipal authorities as required by law.

b. Documentation. GSA Fleet Management Services experiences difficulty collecting claims against a third party when vehicle operators do not provide all of the required documentation. Incomplete or missing documentation may result in an unnecessary loss to the Government. Those losses will be billed to the responsible agency. Located in each Motor Vehicle Accident Reporting Kit-GSA Form 1627, is a Standard Form 91. In an attempt to resolve some of these difficulties, the following guidelines are set forth:

(1) Standard Form 91. Complete this form in its entirety. This form should be completed as soon after the accident as possible. Any delay may impact the completeness and accuracy of the form since important details of the accident may be lost. Additionally, this form provides a place to record information about others involved in the accident.

(2) Police Report. The vehicle operator should, whenever possible, obtain a police report, especially when a third party is involved in the accident. Failure to obtain this report may compromise the government's ability to recover damages from the third party, in which case, the using agency will be held liable. It is imperative, therefore, that the police report be obtained within 5 calendar days from the date of the accident.

c. Documentation. Failure to obtain all of the above documents when a third party is responsible may result in the using agency being billed for the damages to the GSA Fleet vehicle.

d. Insurance. The vehicle operator should also attempt to gather the third party's insurance information (if the third party is a non-federal

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operator). The insurance company's name, address and the policy number of the third party are critical elements when pursuing accident claims involving third party non-federal operators. A copy of all documents pertaining to the accident (including a police report whenever possible) is to be furnished to the appropriate FMC within 5 days of the accident.

e. Conduct. The vehicle operator shall make no statement regarding responsibility for the accident except to his/her supervisor or to a government investigating officer. The agency shall not act for the General Services Administration in negotiating or accepting settlements for damages done to a GSA Fleet vehicle.

f. Injury. When a vehicle operator is injured and cannot comply with the above requirements, the agency to which the vehicle is assigned shall report the accident to the state, county or municipal authorities as required by law; notify the appropriate Fleet Manager as soon as possible after the accident and obtain, complete and process the Standard Form 91, witness statement, insurance information, police report (whenever possible), damage estimates, and all other pertinent documents.

g. Timeliness of reports. The vehicle accident claims process can be a time consuming procedure. Due to the statute of limitations in the various states, it is of the utmost importance that third party accident claims be filed in a timely manner. If the GSA Fleet is unable to collect on a third party claim due to the using agency's failure to submit the required accident documents in a timely manner, said agency will be billed for the damages to the government vehicle.

3. Suspension of right to operate a GSA Fleet vehicle. The General Services Administration will notify the Head of the responsible Agency when either of the instances stated below occur:

a. When a vehicle operator fails to report an accident involving an GSA Fleet vehicle; or

b. When an operator compiles a driving record with a significantly high accident frequency rate.

In either of the aforementioned scenarios, the Head of the Agency may be asked to prohibit the responsible party from further access to or operation of an GSA Fleet vehicle.

4. Investigation. Every accident involving an GSA Fleet vehicle shall be investigated and a report furnished the Fleet Manager assigning the vehicle. Notification procedures will be subject to change as the ACC assumes greater responsibility for accident reporting.

a. Where property damage is less than \$500 and no bodily injury is involved, and no third party is involved, the agency employing the vehicle operator shall investigate the accident. A copy of the Standard Forms 91 and 91A and any other available supporting information shall be submitted.

b. Where property damage is \$500 or more and/or bodily injury is involved, and/or a third party is involved, the agency employing the vehicle operator shall investigate the accident within 48 hours after the actual accident. A copy of the Standard Forms 91 and 91A, will be submitted.

c. GSA reserves the right to investigate the circumstances of any accident involving a GSA Fleet vehicle. Any additional information obtained by GSA will be provided to the involved parties.

d. Two copies of the complete report of the investigation, including Standard Form 91A, photographs, measurements, doctor's certificate of bodily injuries, police investigation reports, operator's statement (SF 91), agency's findings and determination, witnesses' statements and any other pertinent data shall be furnished the Fleet Manager assigning the vehicle. Completion of Section 28, statement of Reviewing Official, on Standard Form 91A is no longer required.

5. Safety responsibility law.

a. It is the operator's responsibility to satisfy any and all accident reporting requirements of the State in which the accident occurs. States with safety responsibility laws in effect require all vehicle operators (including GSA Fleet operators) to complete a safety responsibility form as part of their accident reporting requirements. As preparation and submission of such forms are mandated by State law, failure to file such forms may subject the operator to enforcement actions, and may preclude GSA from recovering damages for which a third party may be liable. In this latter instance, the using Agency will be held liable for unrecoverable damages and will be billed accordingly.

b. The driver should note whether the appropriate State Safety Responsibility Form was filed in the narrative section of the Standard Form 91. The necessary form can be obtained from the law enforcement officer investigating the accident or the Department of Public Safety in the State where the accident occurred.

6. Public Law 87-258. This law provides for the defense of suits against Federal employees arising out of their operation of motor vehicles while in the scope of their employment. To show data bearing on scope of employment, Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator may be used.

7. Federal Government Self-Insurance. The federal government is self-insured for all claims of third party damages or losses; including those claims arising from the alleged negligence of federal employees in the operation of a government owned or leased vehicle. Such legal actions are covered by the Federal Tort Claims Act (28 U.S.C. 2671 et seq.).

ABBREVIATIONS

AC	- Air conditioning	S & P	- Stake and Platform
COMP	- Compact	STK	- Stake
C/Cab	- Crew Cab	4x2	- Two Wheel Drive
DEL	- Delivery	4x4	- Four Wheel Drive
FC	- Forward Control	G	- Gasoline
GVWR	- Gross Vehicle Weight Rating	D	- Diesel
MNT	- Maintenance	PTO	- Power Take Off
PASS	- Passenger	CONV	- Conventional
REF	- Refrigerated	UTIL	- Utility
SEC	- Security	N/C	- No Charge

Vehicle Service Rates
All Northeast and Caribbean Fleet Management Centers
(Puerto Rico and U.S. Virgin Islands Add 15%)

<u>Vehicle Description</u>	<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
<u>Sedans</u>			
Sub-Compact, Class I/B (8C)	(1300)	\$145.00	\$0.090
Compact, Class II (9C)	(1200)	165.00	0.100
Mid-Size Class III (10B)	(1100)	246.00	0.120
<u>Patrol/Law Enforcement</u>			
Compact Patrol Sedan (9C)	(1225)	216.00	0.115
Mid-Size Patrol Sedan (10B)	(1125)	290.00	0.130
Mid-Size Law Enforcement, Pursuit (17)	(1126)	331.00	0.135
Large, Law Enforcement	(1400)	326.00	0.130
Large, Law Enforcement, Pursuit (17A)	(1426)	358.00	0.155
<u>Station Wagons</u>			
Subcompact, (13B)	(2000)	176.00	0.090
Compact, Class II (14C)	(2100)	231.00	0.105
Mid-Size, Class III	(2200)	365.00	0.090
Large	(2300)	545.00	0.130
<u>Ambulances and Medical Vehicles</u>			
Patient Transport Vehicle	(3150)	405.00	0.195
Military field ambulance, 4X4	(3171)	368.00	0.305
Type 1, Conventional Cab/Chassis	(3180)	608.00	0.310
Type 1, Conventional Cab/Chassis, 4x4	(3181)	643.00	0.335
Type 1, Agency-Provided Body	(3182)	460.00	0.285
Type 1, Agency-Provided Body, 4x4	(3183)	499.00	0.310
Type 2, FC Van, Integral Body	(3184)	446.00	0.270
Type 2, FC Van, Integral Body, 4x4	(3185)	473.00	0.310
Type 3, FC Van, Modular Body	(3188)	526.00	0.285
Type 3, FC Van, Modular Body, 4X4	(3189)	568.00	0.310
Type 3, Agency-Provided Body	(3190)	460.00	0.285
Type 3, Agency-Provided Body, 4X4	(3191)	473.00	0.310
IHS, 4X2	(3195)	279.00	0.215
<u>Buses</u>			
(Max. Passenger-Carrying Capacity Shown)			
<u>School, Conventional</u>			
16 Children	(3218)	416.00	0.240
24 Children	(3220)	444.00	0.270

November 29, 2000

<u>Vehicle Description</u>	<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
24 Children, 4-Wheel Drive	(3221)	\$553.00	\$0.330
36 Children	(3222)	488.00	0.310
36 Children, 4-Wheel Drive	(3223)	718.00	0.370
48 Children	(3224)	511.00	0.320
48 Children, 4-Wheel Drive	(3225)	761.00	0.380
60 Children	(3226)	561.00	0.350
60 Children, 4-Wheel Drive	(3227)	799.00	0.410
66 Children	(3228)	590.00	0.360
More than 66 children	(3229)	632.00	0.370
<u>School, Forward Control (FC)</u>			
24 Children	(3230)	533.00	0.295
24 Children, 4-Wheel Drive	(3231)	610.00	0.330
36 Children	(3232)	553.00	0.310
36 Children, 4-Wheel Drive	(3233)	632.00	0.350
48 Children	(3234)	596.00	0.320
48 Children, 4 Wheel Drive	(3235)	682.00	0.360
60 Children	(3236)	632.00	0.340
78 Children	(3238)	682.00	0.370
<u>Adult Passenger, Conventional</u>			
20 Adults	(3240)	538.00	0.340
28 Adults	(3242)	561.00	0.350
28 Adults, 4-Wheel Drive	(3243)	639.00	0.390
36 Adults	(3244)	581.00	0.370
36 Adults, 4-Wheel Drive	(3245)	661.00	0.405
44 Adults	(3246)	604.00	0.380
44 Adults, 4-Wheel Drive	(3247)	690.00	0.415
<u>Adult Passenger FC</u>			
12 Adults	(3248)	518.00	0.280
16 Adults	(3249)	538.00	0.295
20 Adults	(3250)	553.00	0.310
28 Adults	(3252)	596.00	0.320
36 Adults	(3254)	619.00	0.330
44 Adults	(3256)	647.00	0.350
60 Adults	(3258)	682.00	0.370
44 Adults, Transit Option	(3260)	783.00	0.380
60 Adults, Transit Option	(3262)	833.00	0.380
80 Adults, Troop Transit Option	(3264)	732.00	0.260
<u>Transit (OEM, City Type)</u>			
36 Adults	(3284)	1,034.00	0.435
44 Adults	(3286)	1,078.00	0.445
<u>Intercity Coach</u>			
45 Adults	(3290)*	1,418.00	0.770
60 Adults	(3292)*	1,511.00	0.820

See additional notes for buses on page 13 of this attachment.

<u>Vehicle Description</u>			<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
<u>Light Trucks, Less Than 12,500 GVWR, 2 Wheel Drive (4x2)</u>					
Utility, Pass/Cargo (2)	Under 6000	GVWR	(4100)	\$195.00	\$0.130
Utility, Pass/Cargo (3)	6000- 8499	GVWR	(4200)	214.00	0.145
Utility, Pass/Cargo	8500-12499	GVWR	(4300)	240.00	0.145
Carryall Conventional (100)	Under 6000	GVWR	(4175)	234.00	0.135
Carryall Conventional	6000- 8499	GVWR	(4275)	275.00	0.150
Carryall Conventional (102)	8500-12499	GVWR	(4375)	286.00	0.155
Van Cargo (30,30A)	Under 6000	GVWR	(4110)	193.00	0.130
Van Cargo (31)	6000- 8499	GVWR	(4210)	212.00	0.145
Van Cargo (32,34)	8500-12499	GVWR	(4310)	240.00	0.145
Van, Cargo W/Windows (30,30A)	Under 6000	GVWR	(4111)	193.00	0.130
Van, Cargo W/Windows (31)	6000- 8499	GVWR	(4211)	212.00	0.145
Van, Cargo W/Windows (32,34)	8500-12499	GVWR	(4311)	240.00	0.145
Van, Maint. Conversion	Under 6000	GVWR	(4113)	193.00	0.130
Van, Maint. Conversion	6000- 8499	GVWR	(4213)	212.00	0.145
Van, Maint. Conversion (162)	8500-12499	GVWR	(4313)	240.00	0.145
Van, Passenger (20,20A)	Under 6000	GVWR	(4115)	201.00	0.130
Van, Passenger (21)	6000- 8499	GVWR	(4215)	221.00	0.145
Van, Passenger (22,24)	8500-12499	GVWR	(4315)	248.00	0.145
Compact Pickup, Regular Cab	Under 6000	GVWR	(4120)	180.00	0.125
Compact Pickup, Extended Cab	Under 6000	GVWR	(4121)	185.00	0.125
Utility, Security Patrol	Under 6000	GVWR	(4140)	212.00	0.150
Utility, Security Patrol	6000- 8499	GVWR	(4241)	231.00	0.155
Pickup, Security Patrol	Under 6000	GVWR	(4142)	195.00	0.150
Pickup, Security Patrol	6000- 8499	GVWR	(4242)	209.00	0.155
Pickup, Security Patrol	8500-12499	GVWR	(4342)	246.00	0.180
Carryall, Law Enforcement	6000- 8499	GVWR	(4243)	287.00	0.165
Van, Prisoner	6000- 8499	GVWR	(4244)	260.00	0.155
Van, Prisoner (24)	8500-12499	GVWR	(4344)	338.00	0.155
Pickup, 2-Door Cab	Under 6000	GVWR	(4150)	185.00	0.125
Pickup, 2-Door Cab (41,42)	6000- 8499	GVWR	(4250)	193.00	0.150
Pickup, 2-Door Cab (44,44A)	8500-12499	GVWR	(4350)	227.00	0.155
Pickup, Extended Cab	Under 6000	GVWR	(4151)	190.00	0.125
Pickup, Extended Cab (41C,42C)	6000- 8499	GVWR	(4251)	198.00	0.150
Pickup, Extended Cab (44C,44D)	8500-12499	GVWR	(4351)	233.00	0.155
Pickup, Crew Cab (50)	6000-8499	GVWR	(4252)	214.00	0.150
Pickup, Crew Cab (52,54)	8500-12499	GVWR	(4352)	246.00	0.155
Maint., Telephone/Utility	Under 6000	GVWR	(4155)	211.00	0.130
Maint., Telephone/Utility	6000- 8499	GVWR	(4255)	220.00	0.150
Maint., Telephone/Utility	8500-12499	GVWR	(4355)	246.00	0.160

<u>Vehicle Description</u>			<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
Maint. Tel/Util, Crew Cab	6000- 8499	GVWR	(4256)	\$242.00	\$0.150
Maint. Tel/Util, Crew Cab	8500-12499	GVWR	(4356)	286.00	0.160
Maint., Tel/Utility, Ext Cab	6000- 8499	GVWR	(4257)	225.00	0.150
Maint., Tel/Utility, Ext Cab	8500-12499	GVWR	(4357)	264.00	0.160
Cab and Chassis	6000- 8499	GVWR	(4270)	220.00	0.150
Cab and Chassis (73,74A)	8500-12499	GVWR	(4370)	246.00	0.160
Cab, Crew and Chassis	8500-12499	GVWR	(4371)	262.00	0.160
Chassis and Ext. Cab	8500-12499	GVWR	(4372)	257.00	0.160
Stake	Under 6000	GVWR	(4180)	199.00	0.130
Stake	6000- 8499	GVWR	(4280)	228.00	0.145
Stake (122,124)	8500-12499	GVWR	(4380)	246.00	0.160
Stake, Crew Cab (122C,124C)	8500-12499	GVWR	(4381)	275.00	0.160
Stake, Ext. Cab (122E,124E)	8500-12499	GVWR	(4382)	262.00	0.160
Dump (154)	8500-12499	GVWR	(4390)	246.00	0.160
Van, Delivery	6000- 8499	GVWR	(4265)	249.00	0.160
Van, Delivery (92,94A)	8500-12499	GVWR	(4365)	282.00	0.185
Van, Multistop (FC)	6000- 8499	GVWR	(4266)	249.00	0.160
Van, Multistop (FC) (131,134)	8500-12499	GVWR	(4366)	282.00	0.185
Cab with Van Body	8500-12499	GVWR	(4367)	282.00	0.185
<u>Light Trucks, Less Than 12,500 GVWR, 4 Wheel Drive (4x4)</u>					
Utility, Pass/Cargo (5,6)	Under 6000	GVWR	(6100)	215.00	\$0.135
Utility, Pass/Cargo (7)	6000- 8499	GVWR	(6200)	257.00	0.150
Utility, Pass/Cargo	8500-12499	GVWR	(6300)	270.00	0.190
Carryall, Conv. (105)	Under 6000	GVWR	(6175)	276.00	0.140
Carryall, Conv.	6000- 8499	GVWR	(6275)	309.00	0.155
Carryall, Conv. (108)	8500-12499	GVWR	(6375)	325.00	0.190
Van, Cargo (35)	Under 6000	GVWR	(6110)	221.00	0.150
Van, Cargo	6000- 8499	GVWR	(6210)	269.00	0.160
Van, Cargo	8500-12499	GVWR	(6310)	275.00	0.195
Van, Cargo W/Windows (35)	Under 6000	GVWR	(6111)	221.00	0.150
Van, Cargo W/Windows	6000- 8499	GVWR	(6211)	269.00	0.160
Van, Cargo W/Windows	8500-12499	GVWR	(6311)	275.00	0.195
Van, Maint. Conversion	Under 6000	GVWR	(6113)	221.00	0.150
Van, Passenger (25)	Under 6000	GVWR	(6115)	231.00	0.150
Van, Passenger	6000- 8499	GVWR	(6215)	274.00	0.160
Van, Passenger	8500-12499	GVWR	(6315)	280.00	0.195
Compact Pickup, Regular Cab	Under 6000	GVWR	(6120)	195.00	0.140
Compact Pickup, Extended Cab	Under 6000	GVWR	(6121)	201.00	0.140

<u>Vehicle Description</u>			<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
Utility, Security Patrol	Under 6000	GVWR	(6140)	\$231.00	\$0.155
Utility, Security Patrol	6000- 8499	GVWR	(6240)	282.00	0.170
Pickup, Security Patrol	Under 6000	GVWR	(6142)	210.00	0.165
Pickup, Security Patrol	6000- 8499	GVWR	(6242)	246.00	0.170
Pickup, Security Patrol	8500-12499	GVWR	(6342)	275.00	0.200
Carryall, Law Enforcement	Under 6000	GVWR	(6143)	298.00	0.165
Carryall, Law Enforcement	6000- 8499	GVWR	(6243)	332.00	0.170
Carryall, Law Enforcement	8500-12499	GVWR	(6343)	348.00	0.200
Van, Prisoner	Under 6000	GVWR	(6144)	216.00	0.165
Pickup 2-Door Cab	Under 6000	GVWR	(6150)	201.00	0.140
Pickup 2-Door Cab (46,47)	6000- 8499	GVWR	(6250)	228.00	0.160
Pickup 2-Door Cab (49,49A)	8500-12499	GVWR	(6350)	263.00	0.200
Pickup, Extended Cab	Under 6000	GVWR	(6151)	206.00	0.140
Pickup, Extended Cab (46C,47C)	6000- 8499	GVWR	(6251)	236.00	0.160
Pickup, Extended Cab (49C,49D)	8500-12499	GVWR	(6351)	274.00	0.200
Pickup, Crew Cab	6000- 8499	GVWR	(6252)	249.00	0.160
Pickup, Crew Cab (57,59A)	8500-12499	GVWR	(6352)	294.00	0.200
Maint., Telephone/Utility	Under 6000	GVWR	(6155)	221.00	0.155
Maint., Telephone/Utility	6000- 8499	GVWR	(6255)	272.00	0.175
Maint., Telephone/Utility	8500-12499	GVWR	(6355)	281.00	0.210
Maint. Utility, Ext. Cab	6000- 8499	GVWR	(6257)	282.00	0.175
Maint. Utility, Ext. Cab	8500-12499	GVWR	(6357)	294.00	0.210
Maint. Tel/Util, Crew Cab	8500-12499	GVWR	(6356)	305.00	0.210
Cab and Chassis (77,79A)	8500-12499	GVWR	(6370)	281.00	0.210
Cab and Chassis, Crew	8500-12499	GVWR	(6371)	294.00	0.210
Cab and Chassis, Crew	8500-12499	GVWR	(6372)	305.00	0.210
Stake (129)	8500-12499	GVWR	(6380)	281.00	0.215
Stake, Crew Cab (129E)	8500-12499	GVWR	(6381)	305.00	0.215
Stake, Ext. Cab (129C)	8500-12499	GVWR	(6382)	294.00	0.215
Dump (159)	8500-12499	GVWR	(6390)	281.00	0.215
Delivery Van (147,149)	8500-12499	GVWR	(6365)	314.00	0.195
Multistop Van	8500-12499	GVWR	(6366)	314.00	0.195

Medium Trucks, 12,500-23,999 GVWR, Rear Wheel Drive (4x2)

Cab and Chassis (74B)	12500-16999	GVWR	(7100)	284.00	\$0.240
Cab and Chassis (74D,74G,413)	17000-20999	GVWR	(7110)	304.00	0.280
Cab and Chassis	21000-23999	GVWR	(7120)	337.00	0.325

<u>Vehicle Description</u>		<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
Stake W/Cab (124B)	12500-16999	GVWR (7200)	\$284.00	\$0.240
Stake W/Cab (124D, 124G, 433)	17000-20999	GVWR (7210)	304.00	0.280
Stake W/Cab (434)	21000-23999	GVWR (7220)	337.00	0.325
Stake Dump	12500-16999	GVWR (7300)	284.00	0.245
Stake Dump	17000-20999	GVWR (7310)	327.00	0.295
Stake Dump	21000-23999	GVWR (7320)	363.00	0.350
Van W/Cab (94B)	12500-16999	GVWR (7400)	284.00	0.245
Van W/Cab (473)	17000-20999	GVWR (7410)	327.00	0.295
Van W/Cab (474)	21000-23999	GVWR (7420)	363.00	0.350
Refrigerator Van W/Cab	12500-16999	GVWR (7500)	363.00	0.285
Refrigerator Van W/Cab	17000-20999	GVWR (7510)	390.00	0.325
Refrigerator Van W/Cab	21000-23999	GVWR (7520)	471.00	0.390
Cab W/Util-Maint. Body	12500-16999	GVWR (7600)	284.00	0.245
Cab W/Util-Maint. Body	17000-20999	GVWR (7610)	327.00	0.295
Cab W/Util-Maint. Body	21000-23999	GVWR (7620)	363.00	0.350
Multistop Van (FC) (134B)	12500-16999	GVWR (7700)	284.00	0.245
Multistop Van (FC)	17000-20999	GVWR (7710)	327.00	0.295
Multistop Van (FC)	21000-23999	GVWR (7720)	363.00	0.350
Dump W/Cab (154B)	12500-16999	GVWR (7800)	284.00	0.245
Dump W/Cab (154H, 443)	17000-20999	GVWR (7810)	327.00	0.295
Dump W/Cab	21000-23999	GVWR (7820)	363.00	0.350
Tractor W/Cab	12500-16999	GVWR (7900)	363.00	0.285
Tractor W/Cab	17000-20999	GVWR (7910)	390.00	0.325
Tractor W/Cab	21000-23999	GVWR (7920)	471.00	0.390

Medium Trucks, 12,500-23,999 GVWR, All Wheel Drive (4x4)

Cab and Chassis (79F)	17000-20999	GVWR (7114)	313.00	0.275
Cab and Chassis	21000-23999	GVWR (7124)	457.00	0.400
Stake W/Cab (129A)	12500-16999	GVWR (7204)	292.00	0.245
Stake W/Cab (129B)	17000-20999	GVWR (7214)	313.00	0.275
Stake W/Cab	21000-23999	GVWR (7224)	457.00	0.400
Stake Dump	17000-20999	GVWR (7314)	382.00	0.325
Stake Dump	21000-23999	GVWR (7324)	468.00	0.400
Van W/Cab	17000-20999	GVWR (7414)	382.00	0.325
Van W/Cab	21000-23999	GVWR (7424)	468.00	0.400
Cab W/Utility-Maint. Body	17000-20999	GVWR (7614)	382.00	0.325
Cab W/Utility-Maint. Body	21000-23999	GVWR (7624)	468.00	0.400
Dump W/Cab (159H)	17000-20999	GVWR (7814)	382.00	0.325
Dump W/Cab	21000-23999	GVWR (7824)	468.00	0.400

<u>Vehicle Description</u>		<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
<u>Heavy Trucks, 24,000 GVWR and Over (Gasoline, 4x2 and 4x4)</u>				
Cab & Chassis 4x2 Gasoline	24000-27999	GVWR (8000)	\$348.00	\$0.620
Cab & Chassis 4x2 Gasoline	28000-31999	GVWR (8001)	368.00	0.650
Cab & Chassis 4x2 Gasoline	32000-34999	GVWR (8002)	387.00	0.680
Cab & Chassis 4x2 Gasoline	35000-Over	GVWR (8003)	409.00	0.715
Cab & Chassis 4x4 Gasoline	24000-27999	GVWR (8100)	443.00	0.650
Cab & Chassis 4x4 Gasoline	28000-31999	GVWR (8101)	464.00	0.690
Cab & Chassis 4x4 Gasoline	32000-34999	GVWR (8102)	485.00	0.715
Cab & Chassis 4x4 Gasoline	35000-Over	GVWR (8103)	504.00	0.745
Stake & Platform 4x2 Gas	24000-27999	GVWR (8010)	348.00	0.620
Stake & Platform 4x2 Gas	28000-31999	GVWR (8011)	368.00	0.650
Stake & Platform 4x2 Gas	32000-34999	GVWR (8012)	387.00	0.680
Stake & Platform 4x2 Gas	35000-Over	GVWR (8013)	409.00	0.715
Stake & Platform 4x4 Gas	24000-27999	GVWR (8110)	443.00	0.650
Stake & Platform 4x4 Gas	28000-31999	GVWR (8111)	464.00	0.690
Stake & Platform 4x4 Gas	32000-34999	GVWR (8112)	485.00	0.715
Stake & Platform 4x4 Gas	35000-Over	GVWR (8113)	504.00	0.745
Stake Dump 4x2 Gasoline	24000-27999	GVWR (8020)	418.00	0.690
Stake Dump 4x2 Gasoline	28000-31999	GVWR (8021)	440.00	0.725
Stake Dump 4x2 Gasoline	32000-34999	GVWR (8022)	459.00	0.745
Stake Dump 4x2 Gasoline	35000-Over	GVWR (8023)	479.00	0.795
Stake Dump 4x4 Gasoline	24000-27999	GVWR (8120)	469.00	0.730
Stake Dump 4x4 Gasoline	28000-31999	GVWR (8121)	490.00	0.760
Stake Dump 4x4 Gasoline	32000-34999	GVWR (8122)	509.00	0.795
Stake Dump 4x4 Gasoline	35000-Over	GVWR (8123)	530.00	0.825
Van Body 4x2 Gasoline	24000-27999	GVWR (8030)	418.00	0.690
Van Body 4x2 Gasoline	28000-31999	GVWR (8031)	439.00	0.725
Van Body 4x2 Gasoline	32000-34999	GVWR (8032)	459.00	0.745
Van Body 4x2 Gasoline	35000-Over	GVWR (8033)	479.00	0.795
Refrigerator Van Body 4x2	24000-27999	GVWR (8040)	494.00	0.780
Refrigerator Van Body 4x2	28000-31999	GVWR (8041)	515.00	0.800
Refrigerator Van Body 4x2	32000-34999	GVWR (8042)	535.00	0.835
Refrigerator Van Body 4x2	35000-Over	GVWR (8043)	554.00	0.860
Dump Body 4x2 Gasoline	24000-27999	GVWR (8050)	418.00	0.690
Dump Body 4x2 Gasoline	28000-31999	GVWR (8051)	439.00	0.725
Dump Body 4x2 Gasoline	32000-34999	GVWR (8052)	459.00	0.745
Dump Body 4x2 Gasoline	35000-Over	GVWR (8053)	479.00	0.795
Dump Body 4x4 Gasoline	24000-27999	GVWR (8150)	469.00	0.725
Dump Body 4x4 Gasoline	28000-31999	GVWR (8151)	490.00	0.760
Dump Body 4x4 Gasoline	32000-34999	GVWR (8152)	509.00	0.795
Dump Body 4x4 Gasoline	35000-Over	GVWR (8153)	530.00	0.825
Tractor 4x2 Gasoline	24000-27999	GVWR (8060)	443.00	0.690
Tractor 4x2 Gasoline	28000-31999	GVWR (8061)	464.00	0.725
Tractor 4x2 Gasoline	32000-34999	GVWR (8062)	485.00	0.745
Tractor 4x2 Gasoline	35000-Over	GVWR (8063)	494.00	0.795

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<u>Vehicle Description</u>		<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
Tractor 4x4 Gasoline	24000-27999	GVWR (8160)	\$469.00	\$0.795
Tractor 4x4 Gasoline	28000-31999	GVWR (8161)	490.00	0.815
Tractor 4x4 Gasoline	32000-34999	GVWR (8162)	509.00	0.850
Tractor 4x4 Gasoline	35000-Over	GVWR (8163)	520.00	0.875
Telephone Maint 4x2 Gas	24000-27999	GVWR (8070)	439.00	0.710
Telephone Maint 4x2 Gas	28000-31999	GVWR (8071)	459.00	0.735
Telephone Maint 4x4 Gas	24000-27999	GVWR (8170)	490.00	0.745
Telephone Maint 4x4 Gas	28000-31999	GVWR (8171)	509.00	0.770

Heavy Trucks, 24,000 GVWR and Over (Diesel, 4x2 and 4x4)

Cab & Chassis 4x2 Diesel	24000-27999	GVWR (8500)	357.00	0.350
Cab & Chassis 4x2 Diesel	28000-31999	GVWR (8501)	378.00	0.365
Cab & Chassis 4x2 Diesel	32000-34999	GVWR (8502)	399.00	0.380
Cab & Chassis 4x2 Diesel	35000-Over	GVWR (8503)	419.00	0.400
Cab & Chassis 4x4 Diesel	24000-27999	GVWR (8600)	546.00	0.330
Cab & Chassis 4x4 Diesel	28000-31999	GVWR (8601)	572.00	0.350
Cab & Chassis 4x4 Diesel	32000-34999	GVWR (8602)	598.00	0.370
Cab & Chassis 4x4 Diesel	35000-Over	GVWR (8603)	623.00	0.380
Stake & Platform 4x2 Diesel	24000-27999	GVWR (8510)	357.00	0.350
Stake & Platform 4x2 Diesel	28000-31999	GVWR (8511)	378.00	0.365
Stake & Platform 4x2 Diesel	32000-34999	GVWR (8512)	399.00	0.380
Stake & Platform 4x2 Diesel	35000-Over	GVWR (8513)	419.00	0.400
Stake & Platform 4x4 Diesel	24000-27999	GVWR (8610)	546.00	0.330
Stake & Platform 4x4 Diesel	28000-31999	GVWR (8611)	561.00	0.350
Stake & Platform 4x4 Diesel	32000-34999	GVWR (8612)	586.00	0.370
Stake & Platform 4x4 Diesel	35000-Over	GVWR (8613)	623.00	0.380
Stake Dump 4x2 Diesel	24000-27999	GVWR (8520)	430.00	0.390
Stake Dump 4x2 Diesel	28000-31999	GVWR (8521)	451.00	0.410
Stake Dump 4x2 Diesel	32000-34999	GVWR (8522)	472.00	0.425
Stake Dump 4x2 Diesel	35000-Over	GVWR (8523)	493.00	0.445
Stake Dump 4x4 Diesel	24000-27999	GVWR (8620)	577.00	0.370
Stake Dump 4x4 Diesel	28000-31999	GVWR (8621)	604.00	0.390
Stake Dump 4x4 Diesel	32000-34999	GVWR (8622)	630.00	0.400
Stake Dump 4x4 Diesel	35000-Over	GVWR (8623)	655.00	0.420
Van Body 4x2 Diesel	24000-27999	GVWR (8530)	430.00	0.390
Van Body 4X2 Diesel	28000-31999	GVWR (8531)	451.00	0.410
Van Body 4X2 Diesel	32000-34999	GVWR (8532)	472.00	0.425
Van Body 4X2 Diesel	35000-Over	GVWR (8533)	493.00	0.445
Refrigerator Van Body 4x2	24000-27999	GVWR (8540)	509.00	0.435
Refrigerator Van Body 4x2	28000-31999	GVWR (8541)	530.00	0.455
Refrigerator Van Body 4x2	32000-34999	GVWR (8542)	551.00	0.470
Refrigerator Van Body 4x2	35000-Over	GVWR (8543)	572.00	0.485

<u>Vehicle Description</u>		<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
Dump Body 4x2 Diesel	24000-27999	GVWR (8550)	\$430.00	\$0.390
Dump Body 4x2 Diesel	28000-31999	GVWR (8551)	451.00	0.410
Dump Body 4x2 Diesel	32000-34999	GVWR (8552)	472.00	0.425
Dump Body 4x2 Diesel	35000-Over	GVWR (8553)	493.00	0.445
Dump Body 4x4 Diesel	24000-27999	GVWR (8650)	577.00	0.370
Dump Body 4x4 Diesel	28000-31999	GVWR (8651)	604.00	0.390
Dump Body 4x4 Diesel	32000-34999	GVWR (8652)	630.00	0.400
Dump Body 4x4 Diesel	35000-Over	GVWR (8653)	655.00	0.420
Tractor 4x2 Diesel	24000-27999	GVWR (8560)	457.00	0.390
Tractor 4x2 Diesel	28000-31999	GVWR (8561)	477.00	0.410
Tractor 4x2 Diesel	32000-34999	GVWR (8562)	499.00	0.425
Tractor 4x2 Diesel	35000-Over	GVWR (8563)	509.00	0.445
Tractor 4x4 Diesel	24000-27999	GVWR (8660)	577.00	0.400
Tractor 4x4 Diesel	28000-31999	GVWR (8661)	604.00	0.420
Tractor 4x4 Diesel	32000-34999	GVWR (8662)	630.00	0.435
Tractor 4x4 Diesel	35000-Over	GVWR (8663)	640.00	0.445
Telephone Maint 4x2 Diesel	24000-27999	GVWR (8570)	451.00	0.360
Telephone Maint 4x2 Diesel	28000-31999	GVWR (8571)	566.00	0.370
Telephone Maint 4x2 Diesel	32000-34999	GVWR (8572)	593.00	0.390
Telephone Maint 4x2 Diesel	35000-Over	GVWR (8573)	618.00	0.410
Telephone Maint 4x4 Diesel	24000-27999	GVWR (8670)	604.00	0.380
Telephone Maint 4x4 Diesel	28000-31999	GVWR (8671)	630.00	0.390
Telephone Maint 4x4 Diesel	32000-34999	GVWR (8672)	655.00	0.410
Telephone Maint 4x4 Diesel	35000-Over	GVWR (8673)	682.00	0.420

Heavy Trucks, 24,000 GVWR and Over (Diesel, 6x4 and Other)

Cab & Chassis 6x4 Diesel	Under 46000	GVWR (8700)	638.00	0.385
Cab & Chassis 6x4 Diesel	46000-53999	GVWR (8701)	662.00	0.405
Cab & Chassis 6x4 Diesel	54000-63999	GVWR (8702)	691.00	0.420
Cab & Chassis 6x4 Diesel	64000-Over	GVWR (8703)	715.00	0.430
Cab & Chassis, All Other	Under-46000	GVWR (8800)	642.00	0.395
Cab & Chassis, All Other	46000-53999	GVWR (8801)	669.00	0.415
Cab & Chassis, All Other	54000-63999	GVWR (8802)	695.00	0.430
Cab & Chassis, All Other	64000-Over	GVWR (8803)	720.00	0.440
Stake & Platform 6x4 Diesel	Under-46000	GVWR (8710)	638.00	0.385
Stake & Platform 6x4 Diesel	46000-53999	GVWR (8711)	662.00	0.405
Stake & Platform 6x4 Diesel	54000-63999	GVWR (8712)	691.00	0.420
Stake & Platform 6x4 Diesel	64000-Over	GVWR (8713)	715.00	0.430
All Other	Under-46000	GVWR (8810)	642.00	0.395
All Other	46000-53999	GVWR (8811)	669.00	0.415
All Other	54000-63999	GVWR (8812)	695.00	0.430
All Other	64000-Over	GVWR (8813)	720.00	0.440
Stake Dump 6x4 Diesel	Under-46000	GVWR (8720)	685.00	0.430
Stake Dump 6x4 Diesel	46000-53999	GVWR (8721)	695.00	0.440
Stake Dump 6x4 Diesel	54000-63999	GVWR (8722)	710.00	0.455
Stake Dump 6x4 Diesel	64000-Over	GVWR (8723)	724.00	0.470

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<u>Vehicle Description</u>		<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
All Other	Under-46000	GVWR (8820)	\$689.00	\$0.440
All Other	46000-53999	GVWR (8821)	700.00	0.450
All Other	54000-63999	GVWR (8822)	715.00	0.465
All Other	64000-Over	GVWR (8823)	739.00	0.480
Van Body	Under-46000	GVWR (8830)	689.00	0.440
Van Body	46000-53999	GVWR (8831)	700.00	0.450
Van Body	54000-63999	GVWR (8832)	715.00	0.465
Van Body	64000-Over	GVWR (8833)	739.00	0.480
Refrigerator Van Body	Under-46000	GVWR (8840)	715.00	0.455
Refrigerator Van Body	46000-53999	GVWR (8841)	739.00	0.475
Refrigerator Van Body	54000-63999	GVWR (8842)	763.00	0.490
Refrigerator Van Body	64000-Over	GVWR (8843)	787.00	0.510
Dump Body 6x4 Diesel	Under-46000	GVWR (8750)	685.00	0.430
Dump Body 6x4 Diesel	46000-53999	GVWR (8751)	695.00	0.440
Dump Body 6x4 Diesel	54000-63999	GVWR (8752)	710.00	0.455
Dump Body 6x4 Diesel	64000-Over	GVWR (8753)	734.00	0.470
All Other	Under-46000	GVWR (8850)	689.00	0.440
All Other	46000-53999	GVWR (8851)	700.00	0.450
All Other	54000-63999	GVWR (8852)	715.00	0.465
All Other	64000-Over	GVWR (8853)	748.00	0.480
Tractor 6x4 Diesel	Under-46000	GVWR (8760)	691.00	0.470
Tractor 6x4 Diesel	46000-53999	GVWR (8761)	729.00	0.500
Tractor 6x4 Diesel	54000-63999	GVWR (8762)	763.00	0.520
Tractor 6x4 Diesel	64000-Over	GVWR (8763)	797.00	0.535
All Other	Under-46000	GVWR (8860)	695.00	0.480
All Other	46000-53999	GVWR (8861)	739.00	0.510
All Other	54000-63999	GVWR (8862)	768.00	0.530
All Other	64000-Over	GVWR (8863)	806.00	0.550

The following are the rates for Special Purpose, Powered and Non-Powered Vehicles for New York, New Jersey, New England and Puerto Rico (PR & VI+ 15%).

<u>Vehicle Description</u>	<u>Equipment Code</u>	<u>Monthly Rate</u>	<u>Mileage Rate</u>
Truck, Tank 1000 to 1500 gal.	(9003)	\$530.00	\$0.200
Truck, Tank 2000 to 3000 gal.	(9005)	560.00	0.250
Truck, Wrecker Under 5 Tons Towing	(9006)	310.00	0.435
Truck, Wrecker 5-10 Tons Towing	(9007)	480.00	0.455
Truck, Wrecker 10-15 Tons Towing	(9008)	530.00	0.500
Truck, Wrecker 15-20 Tons Towing	(9009)	630.00	0.525
Truck, Garbage	(9049)	425.00	0.700
Truck, Mnt, W/Multiple Position,			
Aerial Platform (4x4) Cherry Picker 33000 GVWR	(9063)	485.00	0.660
Truck, Refueler 2000 gal.	(9072)	590.00	0.830
Truck, Rescue	(9088)	570.00	0.400
<u>Special Purpose, Non-Powered</u>			
Trailer: Stake & Platform, Under 5 Tons	(9112)	200.00	N/A
Semi-Trailer, Low Bed, 80000 GVWR	(9201)	240.00	N/A
Tandem Axle			
Semi-Trailer: Low Bed, 70000 GVWR	(9204)	260.00	N/A
Tandem Axle			
Semi-Trailer: Low Bed, 50000 GVWR	(9205)	270.00	N/A
Semi-Trailer, Low Bed, 62700 GVWR	(9206)	280.00	N/A
Tandem Axle			
Semi-Trailer, Low Bed, 80000 GVWR	(9207)	290.00	N/A
Tandem Axle			
Semi-Trailer, Low Bed 98420 GVWR	(9208)	310.00	N/A
Triple Axle			
Semi-Trailer: Low Bed, 100000 GVWR	(9209)	320.00	N/A
Tandem Axle			
Semi-Trailer: Low Bed, 120000 GVWR	(9210)	410.00	N/A
Tandem Axle			
Semi-Trailer: Low Bed, 150000 GVWR	(9211)	425.00	N/A
Tandem Axle			
Semi-Trailer: S & P 20000 GVWR	(9216)	190.00	N/A
Single Axle			
Semi-Trailer: Stake & Platform 30000 GVWR	(9217)	225.00	N/A
Tandem Axle			
Semi-Trailer: S & P 40000 GVWR	(9219)	250.00	N/A
Tandem Axle			
Semi-Trailer: Van 20000 GVWR	(9221)	200.00	N/A
Single Axle			
Semi-Trailer: Van 30000 GVWR	(9222)	240.00	N/A
Tandem Axle			
Semi-Trailer: Van 40000 GVWR	(9223)	245.00	N/A
Tandem Axle			
Semi-Trailer, Low Bed, 65000 GVWR	(9224)	255.00	N/A
Tandem Axle			
Semi-Trailer: Van, (36 foot) 53000 GVWR	(9233)	300.00	N/A
Tandem Axle			
Semi-Trailer: Dump 70000 GVWR	(9240)	330.00	N/A
Tandem Axle			
Semi-Trailer: Water 6000 GVWR	(9241)	120.00	N/A
Single Axle			
Semi-Trailer: Fuel, Tanker 70000 GVWR	(9247)	460.00	N/A
Tandem Axle, 5000 gal.			

Optional Equipment Rates. Optional rates apply at all GSA Fleet Management Centers throughout the Northeast and Caribbean Region and are in addition to rates listed for each type of vehicle. Optional Equipment Rates as listed below, apply to 1999 and newer vehicles. For older vehicles, the optional equipment code assigned will closely approximate the accessory rate charged in fiscal year 1998, regardless the equipment cost.

Accessories, i.e., radios, trailer hitches, etc., shall not be procured or installed in or on GSA-controlled motor vehicles unless approved in writing by the GSA Fleet Manager.

IFMS-Supplied Equipment

Optional Equipment Rates

Total Cost of Equipment Above Base Vehicle	Accessory Code	Monthly Rate	Mileage Rate
\$250 - \$500	A	\$5.00	N/C
501 - 1,000	B	10.00	N/C
1,001 - 1,500	C	15.00	N/C
1,501 - 2,000	D	20.00	N/C
2,001 - 2,500	E	30.00	N/C
2,501 - 3,500	F	35.00	N/C
3,501 - 5,000	G	45.00	N/C
5,001 - 7,500	H	75.00	N/C
7,501 - 10,000	I	100.00	N/C
10,001 - 15,000	J	125.00	0.010
15,001 - 20,000	K	175.00	0.015
20,001 - 25,000	L	225.00	0.020
25,001 - 30,000	M	300.00	0.025
30,001 - 35,000	N	350.00	0.030
35,001 - 40,000	P	400.00	0.035
40,001 - 50,000	R	500.00	0.040
50,001 - 75,000	S	600.00	0.050
75,001 and above	T	850.00	0.050
Customer-owned equipment	Y	N/C	0.015
Deduct for rehab in lieu of of Replacement (medium/heavy trucks, special equipment)	Z	-10% Listed Monthly	

"N/C" means No Charge. "Listed" refers to the rate listed elsewhere in this attachment for the affected vehicle.

Monthly and mileage rates for vehicles with accessory code Z will be less than the published rates by the amount shown.

Alternative Fuel Vehicles (AFVs)

Under the provisions of the Alternative Motor Fuels Act of 1988, the Clean Air Act Amendments of 1990, Executive Orders 12759 and 13031, and the Energy Policy Act of 1992, annual numerical goals have been established for acquisition of AFVs by Federal fleet operators. Areas with substandard air quality are being targeted for introduction of AFVs, subject to adequate local sources of alternative fuels. The introduction of AFVs into these areas by the IFMS and others has already resulted in wider availability of alternative fuels.

In accordance with Executive Order 13031 signed by President Clinton on December 13, 1996, each Federal agency shall develop plans to fulfill alternative fuel acquisition requirements for its fleet. Generally, of the vehicles acquired by each agency, the fleet shall consist of the following percentages of AFVs as listed below:

FY 96	25%
FY 97	33%
FY 98	50%
FY 99 and thereafter	75%

These requirements apply to ALL agencies, regardless of whether they lease vehicles from GSA or acquire them elsewhere.

E85 vehicles can be operated on unleaded gasoline alone, should alternative fuel be unavailable. CNG vehicles may be of either the dedicated (CNG only) or bi-fuel (CNG or unleaded gasoline) type.

For additional information on vehicle types and current information on availability, contact your servicing IFMS Fleet Management Center.

GSA's IFMS offers AFVs from original equipment manufacturers in a variety of vehicle types.

Glossary of AFV Acronyms:

AFV: Alternative Fuel Vehicle
 Bi-fuel: Two separate fuel systems
 Dedicated: One fuel system
 FFV: Flexible Fuel Vehicle
 CNG: Compressed Natural Gas
 E-85: 85% blend of ethanol
 EV: Electric vehicle
 NiMH: Nickel Metal Hydride (battery)
 GGE: Gasoline Gallon Equivalent
 LPG: Liquefied Petroleum Gas (Propane)

TIER 1: Current EPA emission standard
 TLEV: Transitional Low Emission Vehicle
 LEV: Low Emission Vehicle
 ILEV: Inherently Low Emission Vehicle
 MD: Medium Duty Vehicle
 ULEV: Ultra Low Emission Vehicle
 SULEV: Super Ultra Low Emission Vehicle
 ZEV: Zero Emission Vehicle
 LD: Light Duty Vehicle

Additional Notes for Buses

The cold weather bus package is designed for areas with extreme winter climates. The high-performance bus package is designed for use in mountainous terrain. The severe service package is designed for buses used in rough terrain. The local GSA Fleet Management Center can advise if such options are recommended.

Maximum passenger capacity is shown. Buses that fall between seating capacities shown are classified under the next larger size for purposes of coding and rental rates.

Bus classifications and rates are based on the original, not the modified, seating capacity. Handicapped option packages reduce original seating capacity by four or more seats for each wheelchair location. Seat width may also be reduced to provide clearance. Buses so configured are classified and billed based on the original seating capacity without the handicapped modification. For example, a 3246 44-adult bus with two wheelchair locations loses 8 seats but is still considered a 44-adult bus. In addition, accessory code "V" is added for wheelchair lifts. The same rule applies to other options (perimeter and VIP seating) where modified seating capacity is less than original capacity.

For comparison purposes, an adult passenger bus is structurally equivalent to a school bus, a transit bus to a city bus operated on established routes (metro bus), and an intercity bus to a long-distance highway coach (Greyhound type).

School buses are configured and marked to comply with regulations pertaining to transportation of school-age children. Adult buses are produced under different regulations and are not intended for use as school buses.

* Note: The rates for intercity coach buses listed above apply only to buses which are currently being operated by customers. The rates for new intercity buses will be adjusted according to their respective acquisition costs. In some cases, the rates for new intercity buses may exceed \$2,400 per month, depending upon model, manufacturer, standard and/or optional features.

Vehicle Replacement Standards

The replacement criteria for all vehicle types are shown below. The criteria consist of years or miles, whichever comes first, except where otherwise indicated.

<u>Vehicle Category</u>	<u>Replacement Criteria</u>	
	<u>Years</u>	<u>Miles</u>
<i>Sedans and station wagons</i>	3 and 36,000 or 4 and (any) or (any) and 60,000	
Ford Contour Sedan, 1996-1997 AFV only	4 or 48,000	
<i>Leased Passenger Vehicles</i>	3 and any miles	
<i>Light Trucks, 4X2 and 4X4 Gasoline/AFV</i>	6 and 40,000 or 7 and any miles or any year and 60,000	
Diesel	8 or 150,000	
<i>Medium Trucks, 4X2 and 4X4</i>		
Gasoline	10 or 100,000	
Diesel	10 or 150,000	
<i>Heavy Trucks, 4X2, 4X4, 6X4 and 6X6</i>		
Gasoline	12 or 100,000	
Diesel	12 or 250,000	
<i>Ambulances</i>		
Gasoline	7 or 70,000	
Diesel	7 or 100,000	
<i>Buses</i>		
School, Conventional	8 or 150,000	
School, FC	10 or 250,000	
Transit, City-type	12 or 500,000	
Intercity Coach	15 or 1,000,000	
Airport Shuttle		
Gasoline	8 100,000	
Diesel	8 150,000	
<i>Special Equipment</i>	Varies by Type	